

**CIVIL ENGINEER TRANSPORTATION SENIOR  
STATEWIDE  
JOB ANNOUNCEMENT CODE: 06-02225**

Help shape Wisconsin's transportation future by joining the team nationally recognized as leaders and innovators in the transportation field.

**LOCATION:** This recruitment will be used to fill vacancies as they occur in the Southwest Region - Madison (Dane County), Southwest Region -LaCrosse (LaCrosse County), Southeast Region – Waukesha (Waukesha County), Northeast Region - Green Bay (Brown County), North Central Region - Wisconsin Rapids (Wood County), North Central Region - Rhinelander (Oneida County), Northwest Region - Eau Claire (Eau Claire County), and Northwest Region -Superior (Douglas County).

**SALARY:** \$49,868 annually, plus outstanding benefits and an even better working environment! A six-month probationary period is required. This position is schedule 14, range 47. Relocation reimbursement may be available.

**JOB DUTIES:** Professional level engineering duties and technical expertise for multi-modal transportation programs in such areas as Design, Construction, Pavement Design, Soils, Planning, Traffic Operations, Bridge Design, Stormwater Erosion Control, Access, and Maintenance of transportation facilities. Serve as a project manager, project or program leader, and participate on project teams as needed.

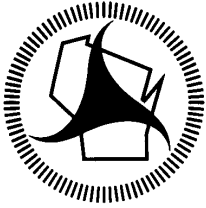
**KNOWLEDGE, SKILLS & ABILITIES:** Principles and theories of engineering as applied to programs described in "Job Duties"; methods, techniques, laws, codes, standards, and specifications pertaining to transportation engineering; project management principles and practices; computer applications; oral and written communication skills, including the ability to present technical material to non-technical audiences.

**SPECIAL REQUIREMENTS:** The candidate must have three (3) years of full-time professional engineering work experience. In addition to the work experience, the candidate must have graduated from an accredited college or university with a 4-year degree in civil, electrical, mechanical and/or environmental engineering, **OR** possess a PE (Registration as a Professional Engineer), **OR** possess an EIT (Engineer-In-Training) license for the State of Wisconsin.

**\*NOTE:** You must mail in the required evidence (transcript/degree or license), which shows you meet at least one of the special requirements along with your completed paperwork.

**DEADLINE TO APPLY:** The application and documentation materials must be received in our office by Thursday, August 17, 2006 at 4:30 p.m. Materials should be mailed to Lynn Acker, DOT BHRS, 4802 Sheboygan Ave, Rm 410, PO Box 7915, Madison, WI 53707-7915 or faxed to (608) 264-9972, Attention: Lynn Acker.

**CONTACT INFORMATION:** Questions may be directed to Jane Hinline at (608) 266-7321 or at [jane.hinline@dot.state.wi.us](mailto:jane.hinline@dot.state.wi.us).



## Wisconsin Department of Transportation

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July 26, 2006

**RE: Civil Engineer Transportation Senior  
Job Announcement Code: 06-02225**

**Division of Business Management**  
Bureau of Human Resource Services  
4802 Sheboygan Avenue, Rm. 410  
P O Box 7915  
Madison, WI 53707-7915

Telephone: (608) 266-2615  
Facsimile (FAX): (608) 264-9972

Dear Civil Engineer Trans Senior Applicant:

Thank you for your interest in the Civil Engineer Transportation Senior (CE Trans Senior) positions at the Wisconsin Department of Transportation (WisDOT)!

In order to be eligible for a WisDOT CE Trans Senior position, you must have three years of full-time professional engineering work experience. The first step in the selection process will be an evaluation of your education and/or licensure, and work experiences. You must complete and submit the following application materials:

- **Section 1 - Employment Areas and Qualification Form** (attached)
- **Section 2 - Affidavit Form** (attached)
- **Section 3 - Functional Areas** (attached)
- **Application State Employment Form OSER-DMRS-38** (attached)
- **A current resume (maximum of 3 pages) listing full-time professional engineering work experience, detailing dates of employment, employer, and work performed**

Mail or deliver application materials to:

Lynn Acker  
DOT/BHRS  
4802 Sheboygan Ave.; Rm. 410  
PO Box 7915  
Madison, WI 53707-7915

**- Please do not send electronically -**

Applicants meeting at least one of the special requirements listed under the "Qualifications" Section and have three years of full-time professional engineering work experience will be contacted for an interview. The employment register from this recruitment will be used to fill current and future vacancies at various WisDOT locations throughout the state that may occur within the next year. Application materials will be accepted until **Thursday, August 17, 2006 at 4:30 p.m.** If you have any questions, please contact me at (608) 266-7321 or at [jane.hineline@dot.state.wi.us](mailto:jane.hineline@dot.state.wi.us).

Sincerely,

Jane Hineline  
Human Resources Specialist

Attachments

## Section 1 – CE Trans Senior Employment Areas & Qualifications

### Employment Areas

Check all areas that you would like to be considered (you will only be considered for areas selected).

- ☐ Madison, Central Office
- ☐ Madison, Southwest Region
- ☐ LaCrosse, Southwest Region
- ☐ Green Bay, Northeast Region
- ☐ Waukesha, Southeast Region
- ☐ Wisconsin Rapids, North Central Region
- ☐ Rhinelander, North Central Region
- ☐ Eau Claire, Northwest Region
- ☐ Superior, Northwest Region



### Qualifications

**Directions: Check ALL the appropriate boxes below for the qualification(s) you possess:**

- ☐ I have graduated from a recognized college or university with a 4-year degree in civil, electrical, mechanical or environmental engineering.  
***I have attached a copy of the degree or a transcript (copy or original) as evidence of this degree.***
- ☐ I am currently registered as a Professional Engineer (P.E.) for the State of Wisconsin.  
***I have attached a copy of the registration.***
- ☐ I am currently certified as an Engineer-in-Training (E.I.T.) for the State of Wisconsin.  
***I have attached a copy of this certification (note: providing notice of your test score(s) is not sufficient to show that you possess the actual certification).***

**\*NOTE:** You must submit the required evidence which shows you meet at least one of the qualifications you identified above plus you must have three (3) years of professional engineering full-time work experience.

**IN THE SPACES BELOW, PLEASE PROVIDE CONTACT INFORMATION WHERE YOU CAN BE REACHED TO SCHEDULE AN INTERVIEW:**

Phone Number(s): (\_\_\_\_)\_\_\_\_\_; (\_\_\_\_)\_\_\_\_\_

E-mail: \_\_\_\_\_@\_\_\_\_\_

Name (Print): \_\_\_\_\_

## **Section 2 – CE Trans Senior Affidavit Form**

Please read the following statements, sign below and return this form with your application materials.

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### **WISCONSIN ADMINISTRATIVE CODE**

ER-MRS 6.10...The administrator may refuse to... certify an applicant, or may remove an applicant from a certification:

- (5) who has made a false statement of any material fact in any part of the selection process.
- (7) who practices, or attempts to practice, any deception or fraud in his or her application, certification, examination or in securing eligibility or appointment.
- (10) who has in any manner gained access to special or secret information regarding the content of an examination.

### **WISCONSIN STATUTES**

S. 230.43 Misdemeanors; how punished. (1) Obstruction or Falsification of Examination. Any person. (c) who willfully or corruptly makes any false representations concerning the same [examination]...or (d) who willfully or corruptly furnished any person any special or secret information... or (e)...shall for each offense be guilty of a misdemeanor.

( 3) Penalty. Misdemeanors under this section are punishable by a fine of not less than \$50.00, nor more than \$1000.00, or by imprisonment for not more than one year or both.

I certify that I have read and acknowledge that I understand the preceding two excerpts from the Wisconsin Administrative Code, ER-MRS 6.10 and Wisconsin Statutes, s. 230.43 which relate to security of examination information and falsification of information in any part of the selection process. I also certify that my responses on my application materials are true to the best of my recollection and that I can document these experiences if required to do so at some future date.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

NAME (PRINT) \_\_\_\_\_ SOCIAL SEC # \_\_\_\_\_

## Section 3 – CE Trans Senior Functional Areas

In this section, several WisDOT engineering functional areas are listed. Please follow these directions:

- Place a checkmark next to each functional area in which you have full-time professional engineering work experience performing many of the tasks described. The tasks described in each area claimed will be referenced against work experience described in your resume.
  - Indicate the number of months/years of work experience.
  - Indicate the professional engineering employer.
  - For each functional area that you have work experience, circle “Yes or No” if you are interested in working in that particular area.
- 

### DESIGN



I have work experience in a professional engineering position as a **Design Project Engineer or Assistant Design Project Engineer** for the day-to-day operations of the design phase. My experience includes one or more of the following areas:

I have directed the development of contract plans, plats, and plans, specifications, and estimates for medium to large highway projects. I have been responsible for directing or in a leadwork role of professional and technically-oriented personnel in all phases of roadway design work, scheduling plan development activities and assigning duties, conducting engineering studies of project alternatives with emphasis on economics and accepted design standards, writing and directing assembly of reports, documents, and exhibits. I have interacted with concerned individuals and the general public and assisted in training of assigned project staff.

Number of months/years of Design experience: \_\_\_\_\_

Name of professional engineering employer: \_\_\_\_\_

I am interested in working in Design at WisDOT: **YES or NO**

### CONSTRUCTION



I have work experience in a professional engineering position as a **Construction Project Engineer or Assistant Construction Project Engineer** for the day-to-day operations of the construction phase. My experience includes one or more of the following areas:

I have assisted with the coordination or have coordinated all project activities required in the accomplishment of complex roadway construction projects in all the construction aspects including daily field administration, inspection for plan and specification compliance, partial pay estimates and collecting data for final payment, direction of professional and technically-oriented personnel in all phases of roadway construction administration, maintaining public relations, and maintaining construction report and records.

Number of months/years of Construction experience: \_\_\_\_\_

Name of professional engineering employer: \_\_\_\_\_

I am interested in working in Construction at WisDOT: **YES or NO**

## **BRIDGE DESIGN**



I have work experience in a professional engineering position as a **Bridge Design Engineer**. My experience includes one or more of the following areas:

I have determined structure requirements for plans, evaluated hydraulic studies, provided professional advice on hydraulic and structural activities, and have reviewed hydraulics on structure plans.

Number of months/years of Bridge Design experience: \_\_\_\_\_

Name of professional engineering employer: \_\_\_\_\_

I am interested in working in Bridge Design at WisDOT: **YES or NO**

## **SOILS**



I have work experience in a professional engineering position as a **Soils Engineer**. My experience includes one or more of the following areas:

I have prepared reports and recommended solutions to problems relating to soil behavior and subsurface conditions; reviewed plans for adequacy of the soils related items; provided information to be used in project pavement design; and prepared pedagogic and geologic mapping for projects. I have been involved in developing and implementing geotechnic subsurface investigations which includes evaluation of the project to determine investigative needs, coordination of the analyses, and formulation of design alternatives.

Number of months/years of Soils experience: \_\_\_\_\_

Name of professional engineering employer: \_\_\_\_\_

I am interested in working in Soils at WisDOT: **YES or NO**

## **PAVEMENT**



I have work experience in a professional engineering position as a **Pavement Engineer**. My experience includes one or more of the following areas:

I have developed pavement structure design procedures, evaluated pavement structure potential, and provided consulting services related to pavement design. The responsibilities include preparing pavement design reports, conducting life cycle cost analysis, researching pavement maintenance and serviceability characteristics, coordinating short and long-term pavement needs, and coordinating pavement boring activities.

Number of months/years of Pavement experience: \_\_\_\_\_

Name of professional engineering employer: \_\_\_\_\_

I am interested in working in Pavement at WisDOT: **YES or NO**

## **STORMWATER EROSION CONTROL**



I have work experience in a professional engineering position as a **Stormwater Erosion Control Engineer**. My experience includes one or more of the following areas:

I have provided engineering guidance and assistance on project-level erosion control and stormwater management analysis, applications, and techniques. I have developed and implemented erosion control and stormwater management procedures and methods for transportation improvement projects. I have provided hydraulic analysis of streams, culverts, ditches, bridges and other wetland areas. Additionally, I have performed environmental review, analysis, and coordination of transportation improvement projects and programs.

Number of months/years of Stormwater Erosion experience: \_\_\_\_\_

Name of professional engineering employer: \_\_\_\_\_

I am interested in working in Stormwater Erosion at WisDOT: **YES or NO**

## **PLANNING**



I have work experience in a professional engineering position as a **Planning Engineer**. My experience includes one or more of the following areas:

I have compiled and analyzed data about present and future transportation system problems (such as safety, congestion, and pavement condition), analyzed roadway improvement needs, identified appropriate solutions and project scope, and recommended projects for inclusion in a capital improvement program in consultation with stakeholders. I have been responsible for overseeing and administering a capital improvement program including monitoring project schedules and costs and adjusting the program portfolio in response to changes in schedules, cost estimates, and funding levels to match the target contract let (bidding) dates with available resources. I have been responsible for overseeing and administering highway corridor studies and other studies to identify long-term needs and balance them with environmental and financial considerations. I have worked with stakeholders to set objectives for resolving transportation problems, presented analysis results objectively, and assisted decision makers in understanding the trade-offs between different alternatives. I have utilized software to analyze travel trends and habits, developed traffic forecasts, built traffic simulation models, designed or coordinated origin-destination studies, analyzed potential solutions, and/or prepared maps and other graphics illustrating analysis results.

Number of months/years of Planning experience: \_\_\_\_\_

Name of professional engineering employer: \_\_\_\_\_

I am interested in working in Planning at WisDOT: **YES or NO**

## **ACCESS MANAGEMENT**



I have work experience in a professional engineering position as an **Access Management Engineer**. My experience includes one or more of the following areas:

I have analyzed subdivision plats and other development proposals affecting the street/highway system to ensure that the proposals comply with legal requirements and that adverse traffic impacts are mitigated through the application of accepted engineering principles. I have analyzed development and land use change proposals to determine impacts on drainage and implement effective stormwater management. I have been involved in evaluating the feasibility of proposed new access points on streets or highways and evaluated development-related costs to assure that

the public interest is protected. Additionally, I have overseen corridor preservation efforts, such as the dedication and/or purchase of access rights, and I have developed, managed, and/or implemented projects to improve highway access control in accordance with legal requirements.

Number of months/years of Access Management experience: \_\_\_\_\_

Name of professional engineering employer: \_\_\_\_\_

I am interested in working in Access Management at WisDOT: **YES or NO**

## **TRAFFIC SIGNALS**



I have work experience in a professional engineering position as a **Traffic Signal Engineer**. My experience includes one or more of the following areas:

I have conducted traffic studies, developed and implemented solutions for traffic safety and operations problems. I have designed pavement marking and signage systems. In addition, I have designed, developed and reviewed plans and contracts (including major complex projects) to determine the layout of traffic signals, including both civil and electrical features, and determined optimal traffic signal timing for complex traffic signal systems and isolated signals using specialized software. I have performed highway capacity analyses on intersection and highway segments, performed roundabout analysis, and/or monitored on-street performance of traffic signal systems.

Number of months/years of Traffic Signals experience: \_\_\_\_\_

Name of professional engineering employer: \_\_\_\_\_

I am interested in working in Traffic Signals at WisDOT: **YES or NO**

## **TRAFFIC OPERATIONS**



I have work experience in a professional engineering position as a **Traffic Operations Engineer**. My experience includes one or more of the following areas:

I have conducted traffic engineering investigations and studies related to freeway and/or arterial highway operation, traffic control and traffic management; conducted traffic studies and developed solutions for freeway and/or arterial highway traffic safety and operational problems. In addition, I have assisted in the planning, design, and implementation of traffic management strategies to improve the operation, capacity and safety for a freeway and/or arterial system; and, designed traffic control systems such as ramp meters and Intelligent Transportation Systems (ITS) elements. I have coordinated design and/or construction activities for freeway and/or arterial highway improvement projects as they relate to traffic management systems. I have coordinated the installation, testing, and troubleshooting of electrical/electronic equipment that monitors and/or controls civil engineering systems. Additionally, I have work experience in crash analysis, safety designs including intersections, median crossovers, work zones, and run off-the-road problem areas, and federal requirements for safety reporting. I have had contact with the general public, the media and/or government officials on issues related to engineering aspects of transportation safety.

Number of months/years of Traffic Operations experience: \_\_\_\_\_

Name of professional engineering employer: \_\_\_\_\_

I am interested in working in Traffic Operations at WisDOT: **YES or NO**



## **MAINTENANCE**



I have work experience in a professional engineering position as a **Maintenance Engineer**. My experience includes one or more of the following areas:

I have coordinated highway maintenance and bridge inspection activities; designed, developed and/or reviewed plans relating to signing, pavement marking and work zone traffic control and detour signing reviewed, and determined priorities for repair work. Responsibilities include conducting traffic studies and developing recommended solutions for traffic control safety and operational problems; and monitoring and evaluating the maintenance operations of facilities. I have been responsible for programs such as winter maintenance, preventative maintenance, roadway/roadside maintenances, regulation management, hazardous waste management, and salt storage. I have developed long-range improvement plans, assessed maintenance operations, established maintenance contracts, and maintained data files.

Number of months/years of Maintenance experience: \_\_\_\_\_

Name of professional engineering employer: \_\_\_\_\_

I am interested in working in Maintenance at WisDOT: **YES or NO**

**END OF QUESTIONNAIRE**

## **STATE APPLICATION INSTRUCTIONS**

Search employment opportunities on-line at <http://WiscJobs.state.wi.us>

### **General Instructions**

- These instructions are for use in completing the *Application for State Employment*, form OSER-DMRS-38.
- Applications will be accepted only for vacancies announced online at <http://WiscJobs.state.wi.us>, in the Current Opportunities Bulletin, or the Continuous Recruitment Bulletin.
- **Read the announcement carefully and submit application materials to the address listed in the announcement or special application materials.**
- You **must** provide the following: **job announcement code, mother's maiden name, last name, first name, mailing address, city, state, zip, type of employment, county(ies) where you will work, and your signature in the Certification Statement section.**
- You must ensure that the completed, signed *Application* is received on or before the announced deadline date, at the specified location. **OSER is not responsible for late, lost, misdirected or damaged mail.**
- You may take clean photocopies of the *Application*, printed **front and back on one sheet of paper**, and submit that as the official application.
- As a veteran with an honorable discharge or a spouse of a veteran, you may be eligible to receive additional points on your civil service scores. Current state employees are not eligible for veterans points. Please view the Veterans Preference Supplement form OSER-MRS-38L, found on-line at <http://OSER.state.wi.us> under "Jobs" at Application Forms & Selected Exam Materials.
- Qualified disabled persons may be eligible for consideration in the interview process. Please complete the Disabled Expanded Certification form OSER-MRS-159, found on-line at <http://OSER.state.wi.us> under "Jobs," at Application Forms & Selected Exam Materials.
- Questions should be directed to the contact in the job announcement or the Office of State Employment Relations, Employment Services Center can be contacted by telephone (608) 266-1731, or e-mail [ESC@OSER.state.wi.us](mailto:ESC@OSER.state.wi.us).

### **Step-by-Step Instructions**

1. **CIVIL SERVICE JOB TITLE**  
Complete an Application for each job you apply for unless the job titles were announced together in the same single announcement. Enter the job title as it appears in the announcement.
2. **JOB ANNOUNCEMENT CODE(S)**  
Job Announcement Code(s) are listed in the heading of the job announcement. **An accurate Job Announcement Code is required to process your application.**
3. **SCORE REUSE**  
Applicants interested in score reuse should do so by the "reuse period" indicated on their Examination Results Notice. This can be completed on-line by creating an account on <http://WiscJobs.state.wi.us> or check the score reuse box in the upper right hand corner of this application and submit to the Office of State Employment Relations, P.O. Box 7855, Madison, WI 53707-7855. Refer to <http://WiscJobs.state.wi.us> or the contact listed in the job announcement for more information.
4. **SOCIAL SECURITY NUMBER**  
**This information is required in order to process your application. Your social security number will help to ensure the accuracy of your application.** Current state employees: Some information may be verified with state employment records to be sure your most current data is available with your application.
5. **MOTHER'S MAIDEN NAME**  
**This information is required in order to process your application.** Enter your mother's maiden name or another name or word that will serve as an additional identifier to make your applicant record unique.
6. **CONTACT INFORMATION**  
**You must provide your last name, first name, and complete mailing address for us to process your application.** Notify us in writing of any changes to your address. Please print your contact information clearly.

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7. LEGALLY AUTHORIZED TO WORK IN THE U.S.

Check YES only if you are one of the following: (1) a citizen or national of the United States, (2) a lawful permanent resident, or (3) an alien authorized to work in the United States.

8. WISCONSIN RESIDENCY

Indicate whether you are a permanent resident of the State of Wisconsin. Wisconsin residency is required only for Limited Term and Project positions.

9. EXAM CITY

Listed below are fourteen cities that host exam centers. If the job for which you are applying requires taking an exam at an exam center (see job announcement for examination requirements), choose only **one** of the locations listed below where you will take that exam. Transfer the code for that city to the *Application*.

<u>Code</u>	<u>City</u>	<u>Code</u>	<u>City</u>	<u>Code</u>	<u>City</u>	<u>Code</u>	<u>City</u>
AD	Ashland	KE	Kenosha	PL	Platteville	WA	Wausau
EC	Eau Claire	LX	La Crosse	RH	Rhineland	WR	Wisconsin Rapids
FD	Fond du Lac	MD	Madison	RL	Rice Lake		
GB	Green Bay	MW	Milwaukee	SU	Superior	OT	Military (see below)

**Active Duty Military**

Please enter OT in section 9 of the *Application* and provide the requested information on page 2 of the *Application*.

**Gender and Race/Ethnicity Information**

Gender and race/ethnicity information is used for equal employment opportunity/affirmative action (EEO/AA) purposes only. This information is confidential and is retained by state human resources professionals. If you do provide this information, you may be eligible for further consideration of job opportunities through the State of Wisconsin EEO/AA Plan.

10. GENDER

Check only one box.

11. RACE/ETHNICITY - Check only one box using the following definitions:

Black--Not of Hispanic origin: All persons having origins in any of the black racial groups of Africa.

Asian or Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands.

American Indian or Alaska Native: Persons descending from any of the original peoples of North America who possess 1/4 degree of documented tribal descendancy or are enrolled with a federally or state recognized tribe, or are recognized by a federally or state recognized tribe as American Indians for state affirmative action purposes.

Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

White--Not of Hispanic origin: All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

12. BIRTH DATE

Use numbers giving the month/day/year you were born (MM/DD/YYYY). This information is used for administrative purposes only and is not required.

13. EDUCATIONAL LEVEL

Check only one box in the *Application*. Indicate your single highest level of education.

14. WORK PREFERENCES: HOURS AND SHIFTS

**You must include the type of employment you will accept in order for us to process your application.**

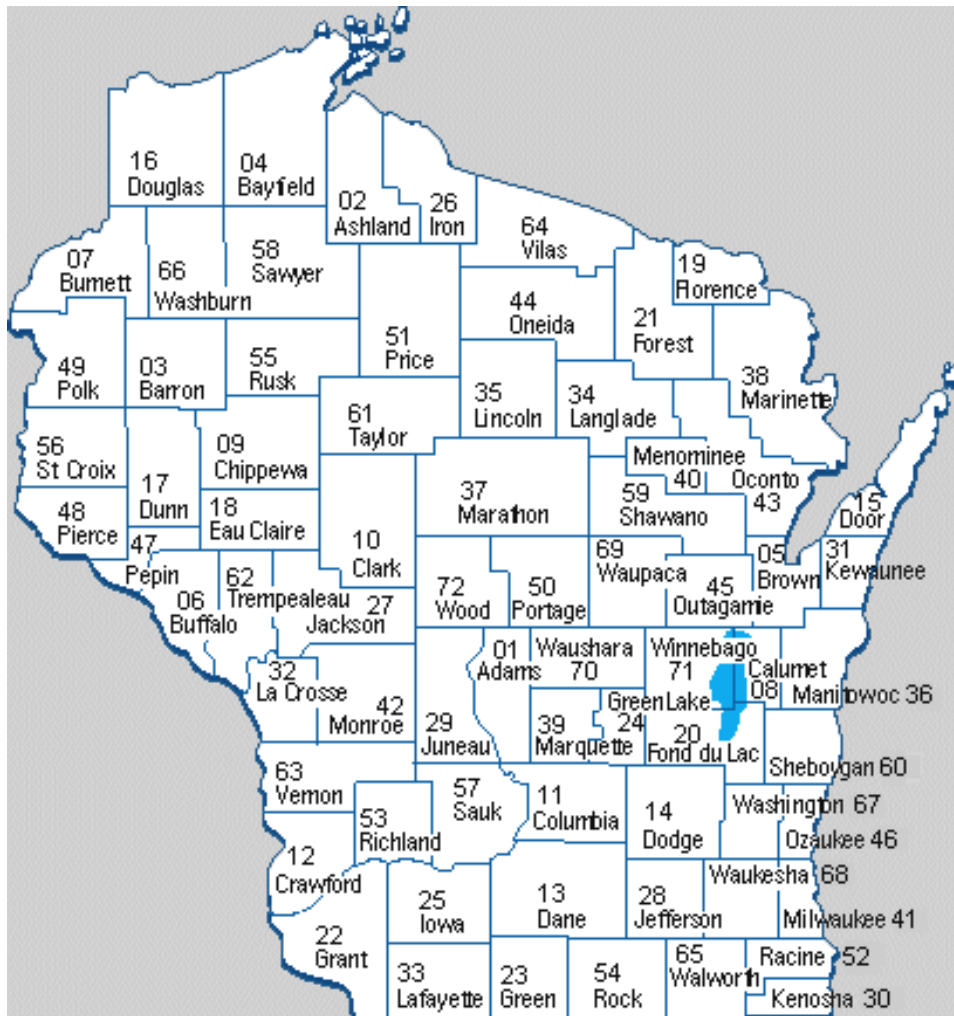
Check all types of work that you will accept.

15. WHERE WOULD YOU LIKE TO WORK

Select the desired code(s) below for the county or counties where you will accept work and transfer that two-digit number to section 15 in the *Application*. See map below. **We will consider you only for jobs in the locations where you tell us you will work. You must enter at least one code for us to process your application.**

<u>Code</u> <u>County</u>	<u>Code</u> <u>County</u>	<u>Code</u> <u>County</u>	<u>Code</u> <u>County</u>	<u>Code</u> <u>County</u>
01 - Adams	16 - Douglas	31 - Kewaunee	46 - Ozaukee	61 - Taylor
02 - Ashland	17 - Dunn	32 - La Crosse	47 - Pepin	62 - Trempealeau
03 - Barron	18 - Eau Claire	33 - Lafayette	48 - Pierce	63 - Vernon
04 - Bayfield	19 - Florence	34 - Langlade	49 - Polk	64 - Vilas
05 - Brown	20 - Fond du Lac	35 - Lincoln	50 - Portage	65 - Walworth
06 - Buffalo	21 - Forest	36 - Manitowoc	51 - Price	66 - Washburn
07 - Burnett	22 - Grant	37 - Marathon	52 - Racine	67 - Washington
08 - Calumet	23 - Green	38 - Marinette	53 - Richland	68 - Waukesha
09 - Chippewa	24 - Green Lake	39 - Marquette	54 - Rock	69 - Waupaca
10 - Clark	25 - Iowa	40 - Menominee	55 - Rusk	70 - Waushara
11 - Columbia	26 - Iron	41 - Milwaukee	56 - Saint Croix	71 - Winnebago
12 - Crawford	27 - Jackson	42 - Monroe	57 - Sauk	72 - Wood
13 - Dane	28 - Jefferson	43 - Oconto	58 - Sawyer	
14 - Dodge	29 - Juneau	44 - Oneida	59 - Shawano	
15 - Door	30 - Kenosha	45 - Outagamie	60 - Sheboygan	

**99 - All Counties**



Cities with population of more than 100,000:

- Madison (state capital) is in Dane County, code 13
- Milwaukee (largest city) is in Milwaukee County, code 41
- Green Bay is in Brown County, code 05

## State Application Instructions - page 4 of 4

### 16. HOW DID YOU FIND OUT ABOUT THIS JOB?

Please identify the source(s) of information that led you to apply for this vacancy.

- 16(K) **Wisconsin Colleges/Universities:** If applicable, use the codes below to identify the Wisconsin College or University where you learned about this job opportunity. Enter a code from the list below in section 16(K) of the *Application* form.

<u>Code</u>	<u>College/University</u>	<u>Code</u>	<u>College/University</u>	<u>Code</u>	<u>College/University</u>
01 -	Alverno College	22 -	Moraine Park Technical	43 -	UW-Marinette
02 -	Beloit College	23 -	Mount Mary College	44 -	UW-Marshfield/Wood County
03 -	Blackhawk Technical	24 -	Mount Senario College	45 -	UW-Milwaukee
04 -	Cardinal Stritch University	25 -	Nicolet Area Technical	46 -	UW-Oshkosh
05 -	Carroll College	26 -	North Central Technical	47 -	UW-Parkside
06 -	Carthage College	27 -	Northeast Wisconsin Technical	48 -	UW-Platteville
07 -	Chippewa Valley Technical	28 -	Northland College	49 -	UW-Richland
08 -	Concordia University	29 -	Ripon College	50 -	UW-River Falls
09 -	Edgewood College	30 -	Silver Lake College	51 -	UW-Rock County
10 -	Fox Valley Technical	31 -	Southwest Wisconsin Technical	52 -	UW-Sheboygan
11 -	Gateway Technical	32 -	St. Norbert College	53 -	UW-Stevens Point
12 -	Lakeland College	33 -	UW-Baraboo/Sauk County	54 -	UW-Stout
13 -	Lakeshore Technical	34 -	UW-Barron County	55 -	UW-Superior
14 -	Lawrence University	35 -	UW-Eau Claire	56 -	UW-Washington County
15 -	Madison Area Technical	36 -	UW-Fond du Lac	57 -	UW-Waukesha
16 -	Marian College	37 -	UW-Fox Valley	58 -	UW-Whitewater
17 -	Marquette University	38 -	UW-Green Bay	59 -	Viterbo College
18 -	Mid-State Technical	39 -	UW-La Crosse	60 -	Waukesha County Technical
19 -	Milwaukee Area Technical	40 -	UW-Madison	61 -	Western Wisconsin Technical
20 -	Milwaukee Institute of Art & Design	41 -	UW-Manitowoc	62 -	Wisconsin Indianhead Technical
21 -	Milwaukee School of Engineering	42 -	UW-Marathon County	63 -	Wisconsin Lutheran College

- 16(L) **Newspapers:** If applicable, use the codes below to identify the newspaper where you learned about this opportunity. Enter a code from the list below in section 16(L) of the *Application* form.

<u>Code</u>	<u>Newspaper</u>	<u>Code</u>	<u>Newspaper</u>	<u>Code</u>	<u>Newspaper</u>
01 -	Appleton Post-Crescent	14 -	La Crosse Tribune	27 -	Stevens Point Journal
02 -	Ashland Daily Press	15 -	Madison Capital Times	28 -	UMOJA
03 -	Beaver Dam Daily Citizen	16 -	Madison Times	29 -	Watertown Daily Times
04 -	Beloit Daily News	17 -	Madison Wisconsin State Journal	30 -	West Bend Daily News
05 -	Campus Newspaper	18 -	Manitowoc Herald Times Reporter	31 -	Wisconsin Rapids Daily Tribune
06 -	Chippewa Falls Herald	19 -	Marshfield News Herald		
07 -	Eau Claire Leader-Telegram	20 -	Milwaukee Journal Sentinel		<b><u>Out-of-State Newspapers</u></b>
08 -	Employment Times	21 -	Milwaukee Times	32 -	Chicago Sun-Times
09 -	Fond du Lac Reporter	22 -	Now Hiring	33 -	Chicago Tribune
10 -	Green Bay News Chronicle	23 -	Oshkosh Northwestern	34 -	Minneapolis Star-Tribune
11 -	Green Bay Press Gazette	24 -	Racine Journal Times	35 -	Rockford Register Star
12 -	Janesville Gazette	25 -	Shawano Leader	36 -	St. Paul Pioneer Press
13 -	Kenosha News	26 -	Sheboygan Press	37 -	Wall Street Journal

### 17. REFERRAL PERMISSION

Check yes to give us permission to refer your name to other public employers such as state agencies, universities, and city and county governments. Your response will not affect your eligibility for state employment.

State of Wisconsin - Office of State Employment Relations  
**APPLICATION FOR STATE EMPLOYMENT**

\* Required items

1. **Civil Service Job Title** as it appears in the announcement: \_\_\_\_\_

2. **\*Job Announcement Code(s)** of the position(s) for which you are applying:

3. **Score Reuse:**

Job Code #1: \_\_\_\_\_ - \_\_\_\_\_ Job Code #2: \_\_\_\_\_ - \_\_\_\_\_ Job Code #3: \_\_\_\_\_ - \_\_\_\_\_

☐

4. **\*Social Security Number:** \_\_\_\_\_

5. **\*Mother's Maiden Name:** \_\_\_\_\_

6. **Contact Information:**

*Last Name:		*First Name:		M.I.:
*Mailing Address:				
*City:	*State:	*Zip:	Country:	
Day Phone:		E-Mail Address:		
Evening Phone:		Other Number:		

7. **I am currently legally authorized to work in the United States.** ☐ Yes ☐ No 8. **I am a Wisconsin resident.** ☐ Yes ☐ No

9. **Exam City Code:** \_\_\_\_\_ (Complete this if you are taking an exam at an exam center; see page 2 of the instructions for the codes.)

Gender and race information are used for equal employment opportunity/affirmative action purposes only.

10. **Gender:**

☐ Female ☐ Male

11. **Race/Ethnicity:**

(Check only one)

- |  |  |
|--|--|
| <input type="checkbox"/> 1 Black (Not Hispanic)      | <input type="checkbox"/> 3 American Indian/Alaska Native |
| <input type="checkbox"/> 2 Asian or Pacific Islander | <input type="checkbox"/> 4 Hispanic                      |
| <input type="checkbox"/> 5 White (Not Hispanic)      |  |

12. **Birth Date:**

Birth date information is used for administrative purposes only. Use numbers, e.g., 02/09/1971 (MM/DD/YYYY)

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

13. **Educational Level:** Check highest level completed.

- |  |  |
|--|--|
| <input type="checkbox"/> 01 Did not complete high school/GED | <input type="checkbox"/> 06 Two-year associate degree    |
| <input type="checkbox"/> 02 Completed GED/HSED               | <input type="checkbox"/> 07 Bachelor's degree            |
| <input type="checkbox"/> 03 Graduated from high school       | <input type="checkbox"/> 08 Some graduate degree courses |
| <input type="checkbox"/> 04 Some college, no degree          | <input type="checkbox"/> 09 Graduate college degree      |
| <input type="checkbox"/> 05 One-year vocational diploma      |  |

14. **\*What are your work preferences** for the position for which you are applying? Check all that you will accept.

- |  |  |
|--|--|
| <input type="checkbox"/> FT Full-time (40 hours/week)  | <input type="checkbox"/> PT Part-time (less than 40 hrs/wk)                                |
| <input type="checkbox"/> EH Evening 2 <sup>nd</sup> shift (3 to 11 pm or similar)                        | <input type="checkbox"/> NT Evening 3 <sup>rd</sup> shift (11 pm to 7 am or similar hours) |
| <input type="checkbox"/> SE Seasonal (minimum of 600 hours per year but less than 1,828 hours per year.) |  |

15. **\*Where would you like to work?** Enter counties where you will accept employment.

**Note:** We will consider you only for jobs in the locations where you tell us you will work. You must identify at least one county for us to process your application. Enter 2-digit County Code(s) below using the list provided on page 3 of the instructions.

County Code(s): \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_

## APPLICATION FOR STATE EMPLOYMENT - Page 2

16. **How did you hear about this job?** Check all that apply.

<input type="checkbox"/> A Internet: <i>Select below.</i>	<input type="checkbox"/> M Current State Employee
<input type="checkbox"/> B <a href="http://WiscJobs.state.wi.us">http://WiscJobs.state.wi.us</a>	<input type="checkbox"/> N Radio Ad
<input type="checkbox"/> C <a href="http://www.wisconsin.gov">www.wisconsin.gov</a>	<input type="checkbox"/> O Television Ad
<input type="checkbox"/> D DWD/JOBNET	<input type="checkbox"/> P Job Fair
<input type="checkbox"/> E other career sites	<input type="checkbox"/> Q State Workshop
<input type="checkbox"/> F state agency web site	<input type="checkbox"/> R Library
<input type="checkbox"/> G Office of State Employment Relations	<input type="checkbox"/> S W-2/SEO Services
<input type="checkbox"/> H Job Service/Job Center	<input type="checkbox"/> T Direct Mail
<input type="checkbox"/> I Another State Agency	<input type="checkbox"/> U Current Opportunities Bulletin
<input type="checkbox"/> J Community Organization	<input type="checkbox"/> V Other
<input type="checkbox"/> K Wisconsin College/University: Enter College/University code here:_____ See list of codes on page 4 of the instructions.	
<input type="checkbox"/> L Newspaper: Enter Newspaper code here:_____ See list of codes on page 4 of the instructions.	

17. **Referral Permission:** State agencies and universities may search our database for applicants with specific skills or experiences. Do you wish to have your application available to other state agencies, universities, and city and county governments?

☐ Yes ☐ No

**Active Duty Military:** We will test active duty military members stationed out of state who are unable to test at our regularly scheduled exam centers. We will test only at approved U.S. military installations and only if the exam is administered by a Test Control Officer or equivalent person. Please provide the following information for the person who has agreed to administer the exam. A fee may be charged for this service.

Exam Administrator: Last Name:\_\_\_\_\_ First Name:\_\_\_\_\_ M.I.:\_\_\_\_\_

Title:\_\_\_\_\_ Agency:\_\_\_\_\_

Complete Mailing Address:\_\_\_\_\_

City:\_\_\_\_\_ State:\_\_\_\_\_ Zip:\_\_\_\_\_ Phone:\_\_\_\_\_

### Certification Statement

I certify that the information I have provided in this application is true to the best of my knowledge and I understand that I may be required to verify the information before being appointed. I understand that any false, misleading, or missing information may disqualify me from employment consideration.

☐ I agree. ☐ I disagree. **\*Signature:**\_\_\_\_\_ **Date:**\_\_\_\_/\_\_\_\_/\_\_\_\_